

CREDIT HOURS POLICY

Standard 310(a) of the *American Bar Association Standards and Rules of Procedure for Approval of Law Schools* requires that: "A law school shall adopt, publish, and adhere to written policies and procedures for determining the credit hours that it awards for coursework." The following policies and procedures are intended to comply with Standard 310.

I. Calculating Classroom (Or Direct Faculty Instruction) Credit Hours

- A. Classes that require written exams (including multiple choice exams) or final papers
 - 1. To calculate total classroom or direct faculty instruction time (not including written examinations or final papers), use 50 minutes per credit (not including breaks), multiplied by 14, regardless of the length of the term of instruction (Term or Semester).¹
 - a. In fall and spring residential Semesters, the above total time is spread over fourteen weeks.
 - b. In summer residential Terms, the above total time is spread over a two, three, four, eight or ten week Term.
 - 2. After each Term or Semester of instruction, examination periods are scheduled as follows:
 - a. Fall and spring residential Semesters: one week.
 - b. Summer Terms: One day for each class except that Accelerated JD 1L Exams are over one week.
 - 3. If a comprehensive final exam is given (in class or take-home), it shall be scheduled during the examination period for at least 60 minutes per credit. If multiple assessments are given throughout a course, the allotted time for the aggregate of the assessments, including the final examination, must total at least 60 minutes per credit. Faculty members may, at their discretion, require additional time for completion of an examination.
 - 4. Classroom time for legal writing courses and seminars may be scheduled so that class meeting times may vary from week to

¹ 700 minutes per credit.

week, so long as the total of classroom meeting times, including student conferences, is at least the equivalent of 50 minutes per credit multiplied by 14 and the final paper or writing project requires at least 60 minutes per credit to complete.

- B. Courses that do not require written examinations or final papers
 - 1. Total classroom or direct faculty instruction time is scheduled for 50 minutes per credit (not including breaks), multiplied by 15, regardless of the length of the Semester or Term.
 - a. In fall and spring residential Semesters, the above total time is spread over a fourteen-week Term.
 - b. In summer residential Terms, the above total time is spread over a two, three, four, eight, or ten week Term.
 - 2. For courses that do not meet on a weekly basis, the total hours of classroom and out-of-class student work shall total at least 42.5 hours per credit.
- C. Any faculty member who must miss a regularly scheduled class session for any reason must schedule a make-up class of equal time, live or on-line.²

II. Calculating Out-Of-Class Student Work Hours

- A. Faculty shall require outside student work that reasonably approximates a minimum of 120 minutes per course credit hour per week, multiplied by 15.³ That outside work may include, but is not limited to: reading assignments, additional reading of treatises and course related materials, case briefing, written assignments other than examinations, problem sets, participating in out-of-class simulations and role playing exercises, research assignments, posting to an on-line discussion board, court or other observations, meetings with the instructor, practice questions and practice exams, CALI exercises, participating in study groups, review sessions, and other work that assists in the comprehension of course content, such as outlining and studying for examinations. The criteria for estimating out of class work will be set by the Faculty.
- B. Readings and other assignments shall be indicated on the course syllabus.

² Up to one third of classes may be online. *See* ABA Standard 306.

³ 1800 minutes per credit (30 hours).

- C. All faculty shall submit their syllabi to the Vice Dean for Faculty or a designee. In so doing, the course instructor certifies that the class time and outside work assigned reasonably approximates the requirements of Standard 310(b)(1).
- D. The Vice Dean for Faculty shall keep all course syllabi on file and review them on a regular basis to determine whether assignments and outside work complies with Standard 310(b)(1).

III. Calculating Credit Hours For Online Learning Classes

- A. Students may receive credit to the extent allowed by ABA Standards for online learning courses that are in compliance with ABA Standards.
- B. Online learning courses shall require at least 42.5 hours of student work per credit.
- C. The Faculty Director of Online Learning or a designee shall collect and review online learning course syllabi and course building templates on a regular basis to determine whether such courses comply with Standard 310(b).

IV. Calculating Credit Hours For Clinics, Externships, and Semesters-in-Practice

- A. Students must complete 42.5 hours for 1 credit; 85 hours for 2 credits, 127.5 hours for 3 credits, 170 hours for 4 credits, 255 hours for 6 credits, 282.5 hours for 9 credits, 467.5 hours for 11 credits, 510 hours for 12 credits, 552.5 hours for 13 credits, and 595 hours for 14 credits.
- B. Students enrolled in clinical courses, externships, and semesters-in-practice must complete required hours and submit time keeping records in accordance with established clinic, externship and semester-in practice policies.
- C. Credit may be withheld for any student who fails to comply with IV.B.

V. Calculating Credit Hours For Independent Research Projects or Directed Study

- A. Students may do Independent Projects or Directed Study for credit. In the usual case, credit will be for one, two or three credits. Students

must complete a minimum of 42.5 hours of work for one credit, 85 hours of work for two credits, and 127.5 hours of work for 3 credits.

- B. Students undertaking an Independent Research Project or Directed Study and the supervising faculty member shall submit a Certification form at the end of the project, which certifies the number of hours the student has spent on the project or study. The Registrar's office will retain the forms.
- C. Credit may be withheld for any student who fails to comply with subsection V.B.

VI. Calculating Credit Hours For Journal and Law Review Participation

- A. Students must complete a minimum of 42.5 hours of work for one credit and 85 hours of work for two credits.
- B. The criteria for estimating Journal and Law Review work will be set by the Faculty Advisors and Editors-in-Chief of the Journal and Law Review.

VII. Calculating Credit Hours For Co-Curricular Competitions (e.g., Moot Court, and Trial Advocacy Competitions)

- A. Students may participate in co-curricular competitions without receiving credit. If the student wishes to receive academic credit, the student shall do so through an Independent Research Project.
- B. Students seeking credit shall submit timesheets to their competition coach(es) or the faculty advisor to the Moot Court Advisory Board or a designee every two weeks. Students must complete a minimum of 42.5 hours of work for one credit, 85 hours of work for two credits, and 127.5 hours of work for three credits.
- C. Credit may be withheld for any student who fails to comply with section VII.B.

VIII. Calculating Credit Hours For Courses Taken At Other ABA Accredited Law Schools

- A. As a condition of approval of a student's application to take classes at another ABA Accredited Law School, an official from the school offering the course must certify in writing to the Vice Dean for Students, the Registrar, or their designees that the credits for the course(s) to be taken comply with Standard 310(b).

- B. As a condition of approval of transfer credits, an official from the school from which the applicant is seeking to transfer must certify in writing to the Registrar and the Vice Dean for Students that the credits for the courses taken comply with Standard 310(b).

IX. Course Approval

- A. All proposals for new courses must include a paragraph justifying the number of credits to be awarded, including a description of both classroom hours and the estimate of out-of-class work. The Curriculum Committee must assess this information when determining how many credit hours should be granted for the course or other academic activity.
- B. The Chair of the Curriculum Committee and the Associate Dean For Academic Affairs shall keep these forms on file.
- C. In approving new courses, the Curriculum Committee will determine whether the number credits to be awarded complies with Standard 310(b).

Effective: January 1, 2018

Appendix

Credit Hour Time Requirement

Number of Credits	Classroom or Direct Faculty Instruction Hours (including exam time)* (50 x 15 divided by 60)	Out of Class Hours (120 X 15 divided by 60)	Total Hours Per Credit
1	12.5	30	42.5
2	25	60	85
3	37.5	90	127.5
4	50	120	170

*Not all courses are required to have this amount of “seat time,” but all courses must meet the overall hours in the Total Hours Per Credit column.